

EPMACINST 1430.1D
Code CCC
10 Nov 98

EPMAC INSTRUCTION 1430.1D

From: Commanding Officer, Enlisted Personnel Management Center

Subj: PROFESSIONAL DEVELOPMENT BOARD

Ref: (a) BUPERSINST 1040.5

Encl: (1) EPMAC 1430/3, Professional Development Board Profile Sheet

1. Purpose. To issued a revised guidelines for the Command Professional Development Board(PDB). This instruction is a complete revision and should be read in its entirety.

2. Cancellation. EPMACINST 1430.1C

3. Discussion. The Professional Development Board will counsel non-rated personnel in (paygrades E1/E2/E3) in selecting the occupational field for which they are best suited. The Board will also direct its attention to the assignment, removal, and change of striker designation. In addition the board will interview all E4-E6 on board with respect to career goals, off duty education, collateral duties and correspondence course completion.

4. Organization. The PDB shall convene quarterly or when directed by the Chairman. It shall consist of six permanent enlisted members, none of whom shall be below the rank of E-7, appointed by the Executive Officer (XO). The following representatives shall serve in an advisory capacity to the PDB:

- a. Command Master Chief
- b. Command Career Counselor
- c. The Division Officer or Division Chief Petty Officer of each candidate. Additionally, any individual(s) whom the PDB or candidate feels could contribute shall make themselves available.
- d. Career Advisor/Mentor

5. Responsibilities

a. The Executive Officer. Will ensure that maximum command support is provided to the PDB.

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b. PDB Chairman. Shall be a senior or master chief petty officer who will coordinate the efforts of the board and be responsible for:

- (1) Scheduling all regular boards and special PDB.
- (2) Preparation and distribution of minutes of the Board.

c. Command Career Counselor (CCC). Shall ensure all newly reporting members are aware of command policy and procedures pertaining to the PDB. The CCC will maintain a list of all non-designated personnel assigned to the command and prior to each board, provide the chairperson and members with a complete professional development interview package prior to the PDB's convening as indicated on EPMAC 1430/3, Professional Development Board Interview, enclosure (1).

d. Division Officers or Chief Petty Officers. Shall encourage all members of their division to establish and strive to achieve personal goals. Requests to appear before the PDB shall be forwarded expeditiously and must include information contained in the division officer's records and comments pertaining to the individual's performance.

e. Candidate(s) Responsibility. The following courses are considered minimum requirements within this command to ensure each individual is afforded every opportunity to achieve his or her occupational goals:

- (1) Basic Military Requirements Course.
- (2) Seaman/Airman/Fireman course (Completion is waived for successful graduates of the Apprenticeship Training Program (ATP)).
- (3) Military Requirements for Petty Officer Third Class.

f. Department Directors. Shall provide recommendations and comments pertaining to the individual's performance.

g. Command Master Chief. Shall provide comment on and monitor the PDB.

h. Career Advisor/Mentor. Shall be present during the PDB to advise the members of the board on an individuals progress and to give recommendations.

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6. Action. Using the criteria set forth in reference (a), the PDB shall ensure that every individual is cognizant of advancement opportunities as well as the training and education benefits within the command which will enable them to advance in their chosen rating.

7. Form. EPMAC 1430/3 (10-98), Professional Development Board Interview, may be obtained from the Command Career Counselor.

S. A. CONN

Distribution:
EPMACINST 5000.2A List A

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